



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 6440.8  
BUMED-22  
21 Feb 95

BUMED INSTRUCTION 6440.8

From: Chief, Bureau of Medicine and Surgery  
To: Ships and Stations Having Medical Department Personnel

Subj: FLEET LIAISON PROGRAM

1. Purpose. To establish functions and assign responsibilities for providing medical and dental fleet liaison support to ships and units of the Operating Forces.
2. Definition. Medical and dental treatment facilities (MTFs and DTFs) provide support to operational medical and dental organizations, such as seagoing forces, ship's precommissioning units, the Military Sealift Command, the Fleet Marine Force, and others assigned from the Navy, Marine Corps, and special warfare units.
3. Discussion. The primary responsibility of commanding officers and officers in charge of MTFs and DTFs is to ensure the health, well-being, and readiness of members of the Operating Forces. The fleet liaison office will serve as the point of contact for the medical and dental department representatives of all operational units. The commanding officer or officer in charge of every MTF and DTF will focus the attention of the command to their primary mission of providing service to the fleet and other units of the Operating Forces.
4. Fleet Liaison Office Functions
  - a. Provide a direct communication link between MTFs and DTFs and the Operating Forces. Communicate information and requirements of the fleet and operational forces to appropriate personnel within the MTF and DTF via the commanding officer or officer in charge.
  - b. Visit units homeported in the area frequently (at least monthly if possible) and meet arriving transient ships, make direct personal contact with the medical and dental department representatives, and explain the scope of services available.
  - c. Coordinate requests for assistance from the Operating Forces, ensure such requests are assigned proper priority and are satisfactorily fulfilled, and ensure the referring medical and dental department representative is kept informed regarding the patient status and disposition.



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d. Provide information to operational forces on MTF and DTF policies and procedures relating to health care of operational force personnel via periodic (at least monthly) meetings with operational units, newsletters, visits, and other appropriate means of communication.

e. Provide prompt information to the member's command concerning admissions and dispositions of operational force personnel on an ongoing basis until a final disposition is concluded. This service must also include current status on personnel being treated on an outpatient basis who are not returning to their units so that unprogrammed losses can be addressed in an expeditious manner. Fleet liaison offices shall have a mechanism in place to track status of operational personnel medical boards, light or limited duty status, and subsisting out.

f. Provide information concerning Naval Reservists who become ill or injured while assigned to the operational forces to the Command Reserve Liaison Officer and Commander, Naval Reserve, Force Medical Officer (Code 006).

g. The fleet liaison office shall encourage operational units to use the naval message system while at sea and the telephone while in port to request services of the MTF and DTF. Adequate lead time is important in scheduling. Requests for services should not be made part of the ship's routine logistics requisition (LOGREQ), but should be sent as a separate message giving maximum lead time (up to 2 weeks if possible) to expedite scheduling.

h. The fleet liaison officer or designated representative shall be a member of the local Health Care Consumer's Council.

5. Action. Commanding officers and officers in charge of MTFs and DTFs shall:

a. Establish the number and location of fleet liaison offices and personnel necessary to meet the needs of the Operating Forces supported.

b. Designate a single element of the organization as the fleet liaison office.

c. Assign as the fleet liaison officer, a Medical Department officer whose medical experience and knowledge of the fleet will ensure responsive, appropriate handling of all requests.

d. Assign enlisted fleet liaison representatives in sufficient numbers to provide adequate support to fleet units. One fleet liaison representative must be a petty officer

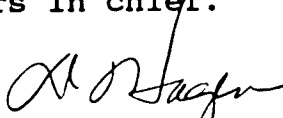
with prior fleet experience, who will give maximum priority to this responsibility.

(1) MTF - Chief petty officer or above.

(2) DTF - Second class petty officer or above.

e. Maintain a current fleet liaison directory for distribution to the type commanders and fleet units (provide copy to BUMED (MED-02)), listing the names and telephone numbers of the personnel assigned to the fleet liaison office and services available.

f. Lessons learned in the fleet liaison program should be provided to BUMED (MED-02) for dissemination to other fleet liaison offices and fleet commanders in chief.

  
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